

**Aim:** Healing MAT's priority is to protect the health and safety of all staff and pupils by removing or reducing workplace risks. This document states the reasonable and practical steps that will be carried out in each school to minimise the risk of

## Operational Risks: Planning for Re-opening School

Who might be harmed?	Checks Required Across the School	Additional Controls	Done
Any School which has recently been closed to pupils and staff			
All staff including: Teachers Teaching Assistants Admin Staff Premises Staff Kitchen Staff Cleaners	Manage risk of Legionella in line with policy	Flushing the water system.	
		Checking that there are no leaks in the water system and that there is provision of hot water.	
		Run washing machines and Dishwashers through a cycle.	
		Ensuring the safety and quality of the water by disinfecting the water system by raising the temperature of the heating of the system.	
Pupils  Parents  Visitors to site  Contractors	Ensure all fire safety and alarm checks are carried out	Testing the fire alarms/smoke alarms/panic and accessible-toilet alarms.	
		Check Fire Extinguishers.	
		Check all the fire-door mechanisms.	
		Review Fire evacuation procedures and make required changes due to tutor group changes, year group bubbles and social distancing.	
		Maintenance Inspections	Check gas supply.
Check all kitchen equipment.			
Check ventilation system.			

Who might be harmed?	Checks Required Across the School	Additional Controls	Done
		Check emergency lighting.	
		Inspect for rodent activity or infestations.	
	Cleaning of the premises	Ensure all areas of the premises entered within five days before the date of reopening, have a deep clean of touch surfaces.	

Any School which has recently been partially open for certain pupils and staff

As Above	Cleaning of the school site	All touch surfaces should be given priority for cleaning.	
		Identify if deep clean is required prior to opening to more pupils and staff	

Operational Risks: For All Open Schools

Who might be harmed?	Checks Required Across the School	Additional Controls	Done
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All Schools open to pupils and staff

All staff including:	Stringent hand washing taking place	Hand washing facilities across school to have soap and water.	
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Who might be harmed?	Checks Required Across the School	Additional Controls	Done
Teachers Teaching Assistants Admin Staff Premises Staff Kitchen Staff Cleaners  Pupils  Parents	<del>Ensuring hand washing taking place</del>	Staff and pupils are reminded of need to wash hands for 20 seconds. Protocols in place to wash and/or sanitise hands when entering school, after break and lunchtime, before food, after coughing or sneezing, after using the toilet etc.  Posters reminding staff and pupils are on display across school.  Hand sanitisers available in any area where washing facilities are not readily available. Hand sanitisers available in entrance to school with reminders for staff and pupils to use them.	        
Visitors to site	Drying of hands with disposable paper towels or automatic hand dryer	Regularly check paper towel dispensers.	
Contractors  Delivery Drivers	All staff and pupils have a safe and clean workspace	All staff to be provided with individual resources and equipment.  All pupils to bring own equipment (as per pupil handbook and planner) to school. Equipment is not be to be shared. Expectations communciated to parents. Classroom are arranged as per current advice (all desks facing the front). Ensure a socially distanced teacher zone is in place at the front of the classroom. Clean and disinfect objects and surfaces used by a different staff member or pupil between lessons e.g. computer keyboard, mouse, desk, interactive board. Regularly clean items touched in high volume - particularly in areas of high use (e.g. door handles, light switches, lunch hall, reception area) using appropriate cleaning products and methods.	        
	Food Preparation and hygiene	Ensure kitchen area complies with Health and Safety and statutory requirements and is cleaned and suitable for preparing food.	

Who might be harmed?	Checks Required Across the School	Additional Controls	Done
		Ensure kitchen staff have enhanced procedures in place for preparing and serving food.	
	Social Distancing Measures	Consider: Staggering school times, break times and lunch times. Designate areas of playground to individual groups. One way system around school. Designate seating plans and process for meals.	
		Create year group bubbles and allocate designated areas for each year group in relation to the following: Before school, break time, lunch time (including dining facilities) after school, mobile phone collection point. Also segregate bike sheds for KS3 and 4.	
		Reconfigure all tutor groups across the school to ensure single year group members only. Re-allocate tutors.	
		Introduce a staggered timing system for break time, lunch time, end of the school day. Communicate arrangements to staff and parents.	
		Control movement around the school via a strict one-way system with staff accompanying pupils, where possible, between lessons. Clearly demarcate entrances and exits around whole site.	
		Increase staffing supervision of pupils between lessons, and identify when pupils can be accompanied to their designated areas and be collected by teachers.	
		Ensure all classrooms are configured as per guidance.	

Who might be harmed?	Checks Required Across the School	Additional Controls	Done
		Where internal meetings between internal staff members take place on-site, these will be undertaken at a social distance.	
		Meetings with external parties and/or school related professionals to be undertaken remotely, where possible.	
		On site meetings with external parties and/or school related professionals be avoided unless critical. Critical meetings should be a maximum of 4 people and be organised to adhere to social distancing measures.	
		Pupils (via their parents) to be encouraged to walk or cycle where possible and avoid public transport at peak times. Liaise with school transport service to ensure that transport companies adhere to strict protocols when pupils are boarding and disembarking school buses or using taxis.	
	Administering First Aid	Normal first aid processes apply for minor first aid delivered to pupils or staff not displaying symptoms of COVID-19	
		Update policy to include suitable PPE to protect staff administering close contact treatment for more serious injuries (may include disposable gloves, apron, face mask)	
		First aid administered by one member of staff in a single room. Wipe surfaces clean after use. Staff and pupil must follow strict hand washing and hygiene regime.	
		Should a child displaying symptoms of COVID-19 require immediate first aid whilst in holding rooms, on site first aid trained staff should put on aprons, Face Mask, eye protection and gloves before entering the room to administer first aid.	
		Staff must follow the process for putting on and taking off and disposing of PPE as identified in the PPE Guidance For Children's Services document.	

Who might be harmed?	Checks Required Across the School	Additional Controls	Done
	Deliveries	Where possible, deliveries to school and their associated delivery personnel to remain outdoors.	
		Where possible, deliveries to be left in a safe place outside the door, so delivery personnel do not need to enter on site. All stock to be wiped down before entering school buildings.	
	Safeguarding pupils	Where pupils do not attend school, usual processes, procedures and policies for attendance and safeguarding will apply.	